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Pattern of conferences

Action taken to improve the timely submission of documents for the Fifth Committee

Report of the Secretary-General

Summary

The present report is submitted in response to General Assembly resolution 63/248, in which the Assembly requested the Secretary-General to address the problem concerning documentation considered at the second resumed session of the Fifth Committee. It contains information on the actions taken by the Secretariat, including through meetings of the interdepartmental task force and close interaction among all departments/offices concerned, as well as an assessment of the results achieved, lessons learned and recommendations for future action.

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I. Introduction

1. In order to prevent a recurrence of the situation in which an the unprecedented number of documents were submitted late for the second resumed session of the Fifth Committee during the sixty-second session of the General Assembly, which affected the smooth functioning of that body and the Advisory Committee on Administrative and Budgetary Questions, the Assembly, in its resolution 63/248, requested the Secretary-General to take urgent measures to improve overall timely submission of documents. Accordingly, the Secretariat established an interdepartmental task force comprising all Secretariat entities involved in the drafting and processing of documents for the second resumed session of the Fifth Committee during the sixty-third session of the General Assembly. Through the Task Force, all Secretariat entities enhanced their coordination at all levels to examine the lessons learned, share best practices, develop detailed schedules for the submission of documents and establish an accountability mechanism through continuing follow-up actions, with a view to significantly improving the timely submission and issuance of documents for the second resumed session of the Fifth Committee and the Advisory Committee at its winter session.

II. Actions

A. Interdepartmental task force

2. The interdepartmental task force, which was chaired by the Assistant Secretary-General for General Assembly and Conference Management, was established in August 2008.[1] The task force held three formal meetings to apply and monitor the implementation of the slotting system for the submission of documents.

3. As the first step, it was agreed that in future, the formulation of document submission schedules for the second resumed session of the Fifth Committee should start earlier in the year, i.e., in July, rather than September. It was acknowledged that that date could not be advanced any further, since the Office of Programme Planning, Budget and Accounts would not be able to send budget instructions to field missions until after the relevant mandates had been adopted at the second resumed session of the Fifth Committee, concluding in June.

4. At the first meeting, the task force discussed whether the current procedure for the preparation and approval of reports could be streamlined so as to shorten the process and allow for the early submission of documents for processing. It was noted that interactions among the Office of Programme Planning, Budget and Accounts, the Department of Peacekeeping Operations and the Department of Field Support had been proactive and intensive, but also convoluted and time-consuming, and that efforts should be made to rationalize existing procedures in the light of the

[1] The membership of the task force consisted of the Department for General Assembly and Conference Management, the Office of Programme Planning, Budget and Accounts and the Office of Human Resources Management of the Department of Management, the Department of Peacekeeping Operations, the Department of Field Support, the Independent Audit Advisory Committee, the Board of Auditors, the Office of Internal Oversight Services and the secretariats of the Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions.

resource constraints and increasing workload. The Department of Field Support explained that the current procedure had been meticulously dissected and analysed by a working group and that it would not be feasible to revamp it. However, the Department was applying a more streamlined procedure called "Abacus" to six missions in 2008, under which it would send teams to missions to help them prepare reports so as to reduce the need for multiple rounds of exchanges between field missions and Headquarters. It was suggested that if a thorough review of the current timeline showed it to be the absolute minimum required, the relevant intergovernmental and expert bodies should be informed at an early stage so that they could adjust their programmes of work accordingly.

5. Also at the first meeting, the Office of Programme Planning, Budget and Accounts confirmed, on the basis of prior working-level discussions with the Department for General Assembly and Conference Management, that all of the peacekeeping performance reports would be submitted for processing in December 2008, while most of the peacekeeping budget reports would be submitted in a staggered manner in January 2009. The Office, as the coordinator for author departments, would inform the Department in a timely manner of any changes in the submission schedule or significant increases in the length of the reports and of the addition of newly mandated reports. At the ensuing meetings, the Office cited new mandates of the General Assembly and the Security Council, as well as new developments in the missions, as affecting the submission schedule, asked for adjustments to the submission dates and was requested to abide by the revised dates.

6. With regard to the issue of whether peacekeeping performance and budget reports could be issued in all official languages for consideration by the Advisory Committee on Administrative and Budgetary Questions at its winter session, it was noted that, since the session would begin in January 2009, as compared with February in previous years, and since the current document preparation and approval procedure followed by all Secretariat entities would allow for the submission of budget reports to the Department for General Assembly and Conference Management only in January 2009, the timely issuance of all of them in all the official languages for consideration by the Advisory Committee would not be possible.

7. Attention was drawn to several cross-cutting overview reports that were not prepared exclusively by any one department and consequently required more interdepartmental coordination so that they would not be overlooked in the document planning stage. It was agreed that the overview reports would be given priority during preparation and processing so that the Advisory Committee on Administrative and Budgetary Questions could take them up in the early part of its session. It was also suggested that the Advisory Committee continue to determine its priorities for consideration early on so as to allow author and processing departments to act accordingly.

8. Other reports to be taken up by the Fifth Committee at its second resumed session, such as those prepared by the Department of Peacekeeping Operations, the Department of Field Support, the Board of Auditors and the Office of Internal Oversight Services, were also discussed to confirm the agreement reached on the submission dates.

B. Close interaction among all Secretariat author entities

9. All author entities and the Department for General Assembly and Conference Management, following initial discussions at the task force meetings, began to conduct meetings with the documentation focal points of various departments, which proved to be an effective means of monitoring and improving document preparation.

10. Specifically, the Department for General Assembly and Conference Management implemented the slotting system by assigning submission dates for all reports that the Department knew would already be considered at the second resumed session of the Fifth Committee during the sixty-third session of the General Assembly. The submission dates were agreed upon, taking into account realistically achievable targets, with a view to facilitating the issuance of the reports in all official languages for consideration by the Advisory Committee on Administrative and Budgetary Questions at its winter session in 2009. The submission dates agreed upon were backed up by schedules detailing document preparation and approval deadlines for each and every round of exchanges between the Office of Programme Planning, Budget and Accounts, the Department of Peacekeeping Operations, the Department of Field Support and other entities that provided input. The Department for General Assembly and Conference Management then followed up on the implementation of the schedule with all author entities, making adjustments in those cases in which the preparation of reports was affected by circumstances beyond the control of the Secretariat. Since adjustments in submission dates would have an impact on the issuance dates, any deviation from the original plan was immediately brought to the attention of all parties concerned, including all Department processing units.

11. Further to such exchanges among author entities, the task force emphasized the need for enhanced coordination between, on the one hand, author entities and the Department for General Assembly and Conference Management as the processing department, and, on the other, the secretariats of the Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions. The secretariats of both the Fifth Committee and the Advisory Committee participated in the task force meetings and were provided with up-to-date information on submission and issuance dates for all the pre-session documentation so as to facilitate the preparation of their respective programmes of work. Starting in December 2008, the Office of Programme Planning, Budget and Accounts held discussions with the secretariat of the Advisory Committee to adjust and prioritize its preparation of reports in the light of the requirements of the Advisory Committee, especially given the need for the Office to cluster its submission of all relevant information (performance report, budget report and supplementary information) by mission to enable the Advisory Committee to begin its consideration.

12. Subsequently, efforts were also made to synchronize the programme of work of the Advisory Committee on Administrative and Budgetary Questions with the prospective schedule for consideration in the Fifth Committee so that reports of the Advisory Committee could be issued in time for consideration by the Fifth Committee. In this regard, consideration has been given to slotting the Advisory Committee reports, but concrete action has yet to be taken, since that would depend on a more predictable pattern of document submission to the Advisory Committee as

well as on the length of time taken by the Committee to consider each item. It has been agreed, however, that the submission of Advisory Committee reports for processing will be staggered, which is conducive to their issuance in time for consideration by the Fifth Committee at its second resumed session.

13. The Department for General Assembly and Conference Management was instrumental in facilitating that synchronized approach to the programmes of work of the two bodies, since this was considered crucial to both its efforts to better prioritize the processing of the reports and its need to plan for the processing of reports of the Advisory Committee on Administrative and Budgetary Questions.

14. In order to provide transparency to all parties involved and assist with their advance planning, the Under-Secretary-General for General Assembly and Conference Management addressed a memorandum on 9 February 2009 to the Chairpersons of the Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions on the progress made, as well as the challenges ahead.

C. Capacity planning in the Department for General Assembly and Conference Management

15. As the slotting schedule anticipated the submission of a large number of documents to the Department for General Assembly and Conference Management at the turn of the year, which is usually a period of relatively low workload and processing capacity, the Department made a deliberate effort to increase the capacity of all its processing units to meet the changing operational requirements and to handle the incoming workload on a priority basis as and when it happened. The effort was designed to ensure that when the unseasonably high volume of work entered the Department, it would be processed in a timely manner. However, it also involved putting greater pressure on author departments to submit on time, so that the capacity that the Department had built up would be fully utilized.

III. Results

16. Thanks to meticulous planning, close follow-up and robust implementation efforts on the part of all Secretariat entities concerned, the preliminary results available show a significant improvement over the previous year (see annex), although much remains to be done.

Overview of submission, processing and issuance of documentation: 2007-2009

	2009 (as at 19 February)	*2008 (as at 19 February)*	*2007 (as at 19 February)*
Total number of documents slotted for submission to the Fifth Committee at its second resumed session	55	48	56
Documents already submitted to the Department for General Assembly and Conference Management for processing	42 (including all 20 performance reports and 9 of 16 budget reports)	18 (including 13 of 17 performance reports and 3 of 17 budget reports)	23 (including 17 of 20 performance reports and 4 of 14 budget reports)
Documents already issued to intergovernmental bodies	25 (including 18 performance reports and 1 budget report)	11 (including 9 performance reports; no budget reports)	13 (including 11 performance reports and 1 budget report)
Documents issued in all official languages before their consideration by the Advisory Committee on Administrative and Budgetary Questions	24 (including 18 performance reports and 1 budget report)	11 (including 9 performance reports; no budget reports)	13 (including 11 performance reports and 1 budget report)

17. It should be noted that as a result of the Secretariat's concerted efforts, all 7 reports slotted for submission in November 2008 were submitted on or ahead of the original slot dates agreed upon by the Department for General Assembly and Conference Management and author entities, and of the 14 reports slotted for submission in December 2008, 13 were submitted on or ahead of the original slot dates. It was only in January 2009 that adjustments had to be made to the submission dates of 19 reports, owing to a combination of factors beyond the control of the Secretariat, most notably the adoption of new mandates by the Security Council and the peacekeeping budget implications arising from General Assembly resolution 63/250 on human resources management. Hence, the timely submission of those reports was affected and they could not be issued in all languages in time for consideration by the Advisory Committee on Administrative and Budgetary Questions. Had it not been for such circumstances beyond the control of the Secretariat, the rate of timely submission and timely issuance of documents could have been higher.

18. Overall, it is encouraging to note that all Secretariat entities involved became keenly aware of the significance of the exercise and attached great importance to it, attending the task force meetings at a senior management level, providing the Department for General Assembly and Conference Management with submission dates that were backed up by detailed intradepartmental and interdepartmental

schedules, informing the Department of and justifying any changes in the dates of submission and abiding by the agreed dates to the extent possible.

19. It should be noted that the results contained in the present report are preliminary, since the report is scheduled for consideration by the Advisory Committee on Administrative and Budgetary Questions and the Committee on Conferences at its organizational session before being considered by the Fifth Committee. The Secretariat will provide more up-to-date information to the Chairperson of the Fifth Committee before the beginning of its second resumed session in May. It will also provide comprehensive information on the results achieved in the annual report of the Secretary-General on the pattern of conferences, to be submitted to the General Assembly at its sixty-fourth session.

IV. Lessons learned and next steps

20. The experience gained through the slotting exercise reveals much about why a balance must be struck between the desirable and the achievable and what needs to be done to accomplish more.

A. Lessons learned

21. **When mandates are adopted very close to the scheduled meetings of the resumed sessions of the Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions and have a significant impact on a large number of documents for the sessions concerned, despite the best efforts on the part of the Secretariat, there can be no realistic expectation that all documents will be issued six weeks before the start of the sessions.** The peacekeeping reports are prepared at a time when a combination of factors are at play that are often beyond the control of the Secretariat, in particular new mandates that might emanate from the General Assembly and the Security Council. Experience shows that no matter how well-developed advance planning is, and no matter how determined all Secretariat entities are to adhere to the planned deadlines, new mandates from intergovernmental bodies and new developments on the ground almost invariably affect the pre-agreed timeline for the submission and issuance of documents. In a way, this is unavoidable, owing to the nature of the Organization; indeed, it is a sign of the vitality of the Organization. Consequently, there has to be enough flexibility in the mechanism to allow author departments to respond to unforeseen circumstances. The Department for General Assembly and Conference Management, for its part, is always prepared to prioritize the processing of the relevant documents in accordance with section III, paragraph 9, of resolution 59/265, but it should be borne in mind that new mandates emanating from the General Assembly, especially when adopted towards the end of the session, will have an impact on the timely submission of documents. Given the limited time between the end of the main session of the General Assembly and the winter session of the Advisory Committee on Administrative and Budgetary Questions, the issuance of documents in all official languages in time for their consideration by the Advisory Committee will not be possible, although the Secretariat will do its utmost to issue them before the second resumed session of the Fifth Committee.

22. **The timely issuance of other slotted documents that were submitted on time was adversely affected**, as the Department for General Assembly and Conference Management gave priority to the processing of documents of the Fifth Committee and the Advisory Committee on Administrative and Budgetary Questions, a considerable number of which were submitted later than the originally agreed submission dates. In brief, extensive late submissions, no matter how well justified, disrupt the capacity planning of the Department and can adversely affect the timely issuance of other documents that are submitted on time.

B. Next steps

23. **The methodology for planning for the documentation needs of the Fifth Committee has proved effective and will continue to guide the work of the Secretariat in future.**

24. **Peacekeeping performance and budget reports will continue to be slotted for submission as early as is feasible, taking into account the possible adoption of new mandates by the intergovernmental bodies concerned.**

25. **Author entities will continue to explore ways to ensure the timely preparation of reports.** The streamlining of exchanges among author entities should receive serious consideration. Author entities will do their utmost to adhere to the submission dates they committed to and refrain from requesting changes in the dates, except for reasons beyond the control of the Secretariat.

26. **The task force will be institutionalized as a standing mechanism to handle the documentation of the Fifth Committee at its successive sessions.** The Central Planning and Coordination Service of the Department for General Assembly and Conference Management will continue to play a pivotal coordinating role throughout the process, including in the areas of advance planning, following up on implementation, workload forecasting, scheduling of processing and reviewing lessons learned.

Annex

Comparison of submission, processing and issuance of documentation: 2007-2009

		2009 (second resumed session)					2008 (second resumed session)			2007 (second resumed session)		
A. Performance reports	*Author*	*Slot date of submission*	*Date received*	*Number of words received*	*Date issued*	*Processing time (days)*	*Date received*	*Number of words received*	*Date issued*	*Date received*	*Number of words received*	*Date issued*
MINURCAT, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	25 November 2008	5 511	18 December 2008	23	No submission					
MINURSO, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	15 December 2008	6 286	14 January 2009	30	21 December 2007	4 177	17 January 2008	27 December 2006	4 144	23 January 2007
MINUSTAH, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	17 November 2008	18 846	10 January 2009	54	7 January 2008	15 052	20 February 2008	13 February 2007	10 609	14 March 2007
MONUC, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	21 November 2008	20 080	8 January 2009	48	12 March 2008	15 276	22 April 2008	22 December 2006	14 017	23 January 2007
UNAMID, for the period from 1 July 2007 to 30 June 2008	Department of Management	10 November 2008	10 November 2008	7 488	26 November 2008	16	No submission					
UNDOF, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	5 November 2008	5 332	25 November 2008	20	3 December 2007	3 202	5 January 2008	21 December 2006	2 733	15 January 2007
UNFICYP, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	10 November 2008	6 652	4 December 2008	24	17 January 2008	5 546	13 February 2008	31 January 2007	6 192	21 February 2007
UNIFIL, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	5 November 2008	6 649	21 November 2008	16	7 January 2008	5 207	1 February 2008	30 March 2007	2 947	20 April 2007
United Nations Logistics Base at Brindisi, Italy, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	17 December 2008	7 217	29 January 2009	43	31 January 2008	6 292	22 February 2008	26 December 2006	4 159	13 January 2007

		2009 (second resumed session)					2008 (second resumed session)			2007 (second resumed session)		
A. Performance reports	*Author*	*Slot date of submission*	*Date received*	*Number of words received*	*Date issued*	*Processing time (days)*	*Date received*	*Number of words received*	*Date issued*	*Date received*	*Number of words received*	*Date issued*
UNMEE, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	21 November 2008	8 700	18 December 2008	27	30 November 2007	6 258	4 January 2008	29 January 2007	5 084	12 February 2007
UNMIK, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	25 November 2008	13 231	15 January 2009	51	21 December 2007	13 191	31 January 2008	22 December 2006	10 206	27 January 2007
UNMIL, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	4 December 2008	19 750	20 January 2009	47	17 January 2008	13 637	22 February 2008	26 January 2007	12 250	23 February 2007
UNMIS, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	12 December 2008	29 399	29 January 2009	48	17 March 2008	24 424	6 May 2008	8 January 2007	22 519	13 February 2007
UNMIT, for the period from 28 August 2007 to 30 June 2008	Department of Management	19 December 2008	15 December 2008	18 564	30 January 2009	46	15 January 2008	12 477	12 February 2008	No submission		
UNOCI, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	15 December 2008	20 910	30 January 2009	46	9 January 2008	12 185	15 February 2008	22 December 2006	13 265	24 January 2007
UNOMIG, for the period from 1 July 2007 to 30 June 2008	Department of Management	19 December 2008	3 November 2008	8 027	26 November 2008	23	7 January 2008	5 933	30 January 2008	18 January 2007	5 514	7 February 2007
Performance report on the budget of the support account for peacekeeping operations for the period from 1 July 2007 to 30 June 2008 (A/63/698)	Department of Management	2 February 2009	2 February 2009	15 201			27 March 2008	12 924	6 May 2008	8 February 2007	27 744	6 March 2007
Performance report on the budget of the support account for peacekeeping operations for the period from 1 July 2007 to 30 June 2008 (A/63/698/Add.1)	Department of Management	2 February 2009	2 February 2009	32 398			26 March 2008	15 838	8 May 2008	8 February 2007	15 838	9 March 2007

		2009 (second resumed session)					2008 (second resumed session)			2007 (second resumed session)		
A. Performance reports	*Author*	*Slot date of submission*	*Date received*	*Number of words received*	*Date issued*	*Processing time (days)*	*Date received*	*Number of words received*	*Date issued*	*Date received*	*Number of words received*	*Date issued*
Financing of the United Nations Operation in Burundi (A/63/551)	Department of Management	31 December 2008	18 November 2008	1 278	10 December 2008	22			No submission			
Final performance report of the United Nations Mission in Sierra Leone (A/63/681)	Department of Management	15 January 2009	15 January 2009	822	30 January 2009	15			No submission			

B. Budget reports	Author	2009 (second resumed session) Slot date of submission	Date received	Number of words received	Date issued	Processing time (days)	2008 (second resumed session) Date received	Number of words received	Date issued	2007 (second resumed session) Date received	Number of words received	Date issued
MINURCAT, for the period from 1 July 2009 to 30 June 2010	Department of Management	6 March 2009					16 April 2008	24 369	15 May 2008	No submission		
MINURSO, for the period from 1 July 2009 to 30 June 2010	Department of Management	6 February 2009					7 February 2008	9 423	7 March 2008	14 February 2007	7 078	12 March 2007
MINUSTAH, for the period from 1 July 2009 to 30 June 2010	Department of Management	5 February 2009	5 February 2009	31 546			5 March 2008	29 016	18 April 2008	18 April 2007	20 716	9 May 2007
MONUC, for the period from 1 July 2009 to 30 June 2010	Department of Management	27 February 2009					19 March 2008	32 499	8 May 2008	28 February 2007	22 979	10 April 2007
UNAMID, for the period from 1 July 2009 to 30 June 2010	Department of Management	12 February 2009	12 February 2009	27 485			9 April 2008	25 337	15 May 2008	3 October 2007	35 236	29 October 2007
UNDOF, for the period from 1 July 2009 to 30 June 2010	Department of Management	23 January 2009	20 January 2009	9 643			5 March 2008	6 086	1 April 2008	22 December 2006	4 325	21 February 2007
UNFICYP, for the period from 1 July 2009 to 30 June 2010	Department of Management	26 January 2009	26 January 2009	11 086			5 March 2008	8 644	1 April 2008	1 March 2007	8 222	24 March 2007
UNIFIL, for the period from 1 July 2009 to 30 June 2010	Department of Management	23 January 2009	23 January 2009	14 071			17 March 2008	17 078	22 April 2008	19 April 2007	11 366	5 May 2007
United Nations Logistics Base at Brindisi, Italy, for the period from 1 July 2009 to 30 June 2010	Department of Management	16 February 2009					27 March 2008	15 726	6 May 2008	16 February 2007	18 307	19 March 2007
UNMIK, for the period from 1 July 2009 to 30 June 2010	Department of Management	10 March 2009					11 February 2008	19 000	12 May 2008	6 March 2007	15 087	10 April 2007

B. Budget reports	Author	2009 (second resumed session) Slot date of submission	Date received	Number of words received	Date issued	Processing time (days)	2008 (second resumed session) Date received	Number of words received	Date issued	2007 (second resumed session) Date received	Number of words received	Date issued
UNMIL, for the period from 1 July 2009 to 30 June 2010	Department of Management	19 February 2009					26 March 2008	28 732	7 May 2008	6 March 2007	19 338	12 April 2007
UNMIS, for the period from 1 July 2009 to 30 June 2010	Department of Management	9 February 2009	9 February 2009	49 964			7 April 2008	42 396	29 May 2008	15 February 2007	24 870	20 March 2007
UNMIT, for the period from 1 July 2009 to 30 June 2010	Department of Management	9 February 2009	6 February 2009	26 275			18 March 2008	24 040	6 May 2008	20 April 2007	21 497	10 May 2007
UNOCI, for the period from 1 July 2009 to 30 June 2010	Department of Management	17 February 2009	18 February 2009	22 450			17 March 2008	24 868	29 April 2008	1 March 2007	18 998	6 April 2007
UNOMIG, for the period from 1 July 2009 to 30 June 2010	Department of Management	15 January 2009	15 January 2009	11 203	13 February 2009	29	7 February 2008	10 518	11 March 2008	26 February 2007	6 545	20 March 2007
Budget for the support account for peacekeeping operations for the period from 1 July 2009 to 30 June 2010	Department of Management	23 February 2009					7 April 2008	96 128	14 May 2008	16-20 April 2007	176 912	2 May 2007

C. Special reports	Author	2009 (second resumed session) Slot date of submission	Date received	Number of words	Date issued	Processing time (days)	2008 (second resumed session) Date received	Number of words	Date issued	2007 (second resumed session) Date received	Number of words	Date issued
Updated financial position of closed peacekeeping missions as at 30 June 2008 (A/63/581)	Department of Management	2 December 2008	2 December 2008	1 562	2 January 2009	31	20 March 2008	1 449	11 April 2008	25 April 2007	3 180	28 April 2007
Overview of the financing of the United Nations peacekeeping operations (A/63/896)	Department of Management	30 January 2009	30 January 2009	22 834			7 March 2008	28 602	2 May 2008	No submission		
Strengthening the capacity of the United Nations to manage and sustain peacekeeping operations (A/63/702)	Department of Management	3 February 2009	3 February 2009	14 487			No submission					
Updated report on the review of the methodology for rates of reimbursement to troop-contributing countries (A/63/697)	Department of Management	30 January 2009	30 January 2009	1 838	6 February 2009	7	No submission					
Comprehensive review of the compensation of death and disability benefits to military contingents, formed police units, military observers and civilian police officers (A/63/550)	Department of Field Support	17 November 2008	17 November 2008	4 167	13 December 2008	26	No submission					
Welfare and recreation needs of all categories of personnel and detailed implications (A/63/675)	Department of Field Support	15 January 2009	13 January 2009	11 373	7 February 2009	25	24 January 2008	8 190	16 February 2008	No submission		

C. Special reports	Author	2009 (second resumed session) Slot date of submission	Date received	Number of words	Date issued	Processing time (days)	2008 (second resumed session) Date received	Number of words	Date issued	2007 (second resumed session) Date received	Number of words	Date issued
Governance of procurement	Department of Management	27 February 2009							No submission			
Action taken to improve the timely submission of documents for the Fifth Committee (A/63/735)	Department for General Assembly and Conference Management	2 March 2009							No submission			
Report on the progress of training in peacekeeping (A/63/680)	Department of Peacekeeping Operations	14 January 2009	14 January 2009	7 023	10 February 2009	27	6 February 2008	380	19 February 2008	No submission		
Special measures for protection from sexual exploitation and sexual abuse (A/63/720)	Department of Management	17 February 2009	17 February 2009	5 989			24 June 2008	5 144	17 July 2008	15 June 2007	6 890	11 July 2007

		2009 (second resumed session)					2008 (second resumed session)			2007 (second resumed session)		
D. Audit reports	*Author*	*Slot date of submission*	*Date received*	*Number of words received*	*Date issued*	*Processing time (days)*	*Date received*	*Number of words received*	*Date issued*	*Date received*	*Number of words received*	*Date issued*
Financial report and audited financial statements for the 12-month period from 1 July 2007 to 30 June 2008 and report of the Board of Auditors, vol. II, United Nations peacekeeping operations (A/63/5/vol.II)	United Nations Board of Auditors	17 February 2009	17 February 2009	62 426			5 March 2008	48 081	25 April 2008	22 February 2007	65 236	23 April 2007
Implementation of the recommendations of the Board of Auditors concerning United Nations peacekeeping operations for the financial period ended 30 June 2008	Department of Management	24 March 2009					7 April 2008	15 704	30 April 2008	16 March 2007	12 615	20 April 2007

E. Reports of the Office of Internal Oversight Services	*Author*	*2009 (second resumed session)* *Slot date of submission*	*Date received*	*Number of words received*	*Date issued*	*Processing time (days)*	*2008 (second resumed session)* *Date received*	*Number of words received*	*Date issued*	*2007 (second resumed session)* *Date received*	*Number of words received*	*Date issued*
Report on the activities of the Office of Internal Oversight Services, part II	Office of Internal Oversight Services	23 February 2009					25 February 2008	9 504	25 March 2008	23 February 2007	11 594	22 March 2007
Report on the review and analysis of the Secretariat for managing and maintaining peacekeeping operations	Office of Internal Oversight Services	9 March 2009							No submission			
Audit of the use of the extraordinary measures for the African Union-United Nations Hybrid Operation in Darfur (A/63/668)	Office of Internal Oversight Services	31 December 2008	31 December 2008	11 281	29 January 2009	29			No submission			
Note by the Secretary-General on the report on the activities of the Office of Internal Oversight Services, part II	Department of Management	Dependent on whether the Secretary-General comments on the report					14 April 2008	903	24 April 2008	2 May 2007	1 855	5 May 2007
Note by the Secretary-General on the audit of the use of extraordinary measures for the African Union-United Nations Hybrid Operation in Darfur (A/63/668/Add.1)	Department of Management	30 January 2009	30 January 2009	8 652					No submission			

E. Reports of the Office of Internal Oversight Services	Author	2009 (second resumed session) Slot date of submission	Date received	Number of words	Date issued	Processing time (days)	2008 (second resumed session) Date received	Number of words	Date issued	2007 (second resumed session) Date received	Number of words	Date issued
Report of Independent Audit Advisory Committee on the budget of the Office of Internal Oversight Services under the support account for peacekeeping operations for the period from 1 July 2009 to 30 June 2010 (A/63/703)	Independent Audit Advisory Committee	2 February 2009	3 February 2009	4 005			No submission					
Programme evaluation of the performance and the achievement of results in the United Nations Operation in Côte d'Ivoire (A/63/713)	Office of Internal Oversight Services	9 February 2009	9 February 2009	10 426			No submission					

Abbreviations: MINURCAT, United Nations Mission in the Central African Republic and Chad; MINURSO, United Nations Mission for the Referendum in Western Sahara; MINUSTAH, United Nations Stabilization Mission in Haiti; MONUC, United Nations Organization Mission in the Democratic Republic of the Congo; UNAMID, African Union-United Nations Hybrid Operation in Darfur; UNDOF, United Nations Disengagement Observer Force; UNFICYP, United Nations Peacekeeping Force in Cyprus; UNIFIL, United Nations Interim Force in Lebanon; UNMEE, United Nations Mission in Ethiopia and Eritrea; UNMIK, United Nations Interim Administration Mission in Kosovo; UNMIL, United Nations Mission in Liberia; UNMIS, United Nations Mission in the Sudan; UNMIT, United Nations Integrated Mission in Timor-Leste; UNOCI, United Nations Operation in Côte d'Ivoire; UNOMIG, United Nations Observer Mission in Georgia.